

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**

**CHILDREN'S SYSTEMS OF CARE  
SERVICE AREA 3 – PROGRAM ADMINISTRATION (SA 3)**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**SENIOR TYPIST CLERK**

The Children's Systems of Care Bureau – SA 3 Program Administration is recruiting to fill a Senior Typist Clerk position. This position works in a team environment, but also requires the ability to prioritize assignments while working independently.

**EXAMPLES OF DUTIES:**

- Answers telephones, take messages for staff and routes calls appropriately.
- Ensures that all reports are turned in by due date, alerting supervisor of missing logs or reports.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assist Program staff in completing periodic assignments requiring data collection, creation of new forms, etc.
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal.
- Type tabular, columnar, statistical and other material from plain and corrected copy.
- Obtains additional information needed for completion of final material.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.) and has the ability to create document in these areas.
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying and faxing.

**DESIRABLE QUALIFICATIONS:**

1. Good written and oral communication skills
2. Strong interpersonal skills
3. Strong computer knowledge

Individuals holding the title of Senior Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before **July 22, 2015:**

**For Additional Information Please Contact:**

Alfredo Larios (213) 739-5455  
Debbie Jalomo (213) 739-5445

Fax: (213) 252-0237 E-mail: [alarios@dmh.lacounty.gov](mailto:alarios@dmh.lacounty.gov) or [djalomo@dmh.lacounty.gov](mailto:djalomo@dmh.lacounty.gov)

**This position is currently located at 600 Commonwealth Ave., LA and in the near future will be located in the San Gabriel Valley area.**

**600 S. Commonwealth Avenue, 6<sup>th</sup> Floor, Los Angeles, CA 90005**  
**AN EQUAL OPPORTUNITY EMPLOYER**